



Making a difference...together

Capital Regional District Arts & Culture Support Service
**IDEA (Innovate, Develop, Experiment, Access) GRANT
Application – Part A**

Read the IDEA Grant Guidelines before completing this application.

ORGANIZATION name	
BC Society Registration #	
Date society registered (month, day, year)	
Date of last Society filing	
Fiscal year end (month)	
Physical Address, as on BC NFP Registration (all correspondence will be sent to this address)	
Postal code	
Telephone	
Website	
Municipality or electoral area in which organization is located	
Date of application (month, day, year)	
Amount of this GRANT request \$	
CONTACT person for this application	
Position in organization	
Telephone	
Email	
Name of person authorizing this application	
Position in organization	
Signature of person authorizing this application	
Name or title of PROJECT	
Date(s) of project	
Venue/location	
Municipality or electoral area in which venue is located	
Have you applied before? (yes or no)	
If yes, did you receive a grant? (yes or no)	
If yes, did you file a Final Report? (yes or no)	

SAMPLE

*Participating Municipalities: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke, and Southern Gulf Islands

A digital copy of the complete application must be received by 4:30 pm on the deadline. No late applications will be accepted.

What to submit:

- A scan of page 1, Part A, with signature
- Completed Part A (applicant info & answers to questions) and Part B (budget pages). Single-sided, no staples
- Financial Statements as per the IDEA Grant Guidelines
- List of Current Board of Directors with addresses, contact information, occupations and Board positions
- Copy of the organization's BC non-profit Society registration certificate (if not previously submitted)

How to submit:

1. **Complete** all materials listed in 'What to Submit'
2. **Save** a copy of Parts A & B to your computer
3. **Email** 'What to Submit' documents to Applytoarts@crd.bc.ca by the published deadline.

CRD Arts & Culture Support Service – IDEA Grant Application – Part A

Begin typing in the shaded area following each question; the text boxes will limit your responses to approximately 250-300 words per answer. Do not use additional attachments.

Be concise and use plain language. Avoid jargon. Write as if you're describing your organization and project to someone who doesn't know anything about you.

I. 1. What is your organization's mandate (e.g. from your constitution)?

2. Were you aware of other Arts & Culture Support Service programs before applying to IDEA Grants?

Yes No

If not, how did you hear about the program?

II. Questions

1. Describe the project for which you are requesting support. How did you determine the need for the activities described in your proposal?

2. Who are the key personnel and what are the key activities related to this project? Note highlights or anticipated issues.

3. How does your project fulfill one (or more) of the purposes of the IDEA program?

4. Who is the target audience or participant group(s)? How will they benefit or be impacted? What is the benefit to the region?

5 a. Ensure your project budget accurately reflects your revenues and expenses. Ensure that revenues and expenses for cash and in-kind are balanced. Explain any extraordinary revenues, expenses or other financial issues affecting your financial stability or ability to carry out the project.

5 b. In the organization's annual financial statements for the most recently completed year, is it:

- Balanced
- Showing a surplus
- Showing a deficit

If there is a surplus or deficit in your most recently completed year, how will the surplus be used or, how will the deficit be resolved? If there is a projected surplus or deficit in your current year, how will the surplus be used or, how will the deficit be resolved?

If you have questions about the application or the eligibility of your project call the Arts & Culture Support Service at 250-360-3215 or e-mail artsdevelopment@crd.bc.ca.



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IDEA GRANT

Application - Part B

Read and complete Part A

Note: In-kind expenses are good/services normally paid in cash, but which have been donated. All or part of an expense may be in-kind. Cash revenues and expenses should balance, and in-kind revenues and expenses should balance.

Organization:				
Projected Expenses	Cash	In-kind	Mark with X if confirmed	Details
Staffing and personnel				
Materials, supplies, rentals				
Publicity/Marketing				
Other Expenses				
Sub-total expenses:	0	0		
Total cash & in-kind Expenses:		0		
Projected Revenue				
Admissions/ticket sales				
Concessions/merchandise				
Donations from individuals				
Donations from businesses				
Other Government grants				
Other revenues				
IDEA Grant request				
Sub-total revenues:	0	0		
Total cash & in-kind Revenues:		0		
Surplus or Deficit		0		(Should be 0)

SAMPLE

Before submitting your application, ensure you have:

- a) answered all the questions in Part A and completed the budget section
- b) included a list of your Board of Directors (names, addresses, contact information, occupations & Board positions)
- c) included a copy of your most recent financial statements, as per the Guidelines
- d) included a copy of your Society registration certificate
- e) retained a copy of the application for your own records